

## POLICY & PROCEDURES MEMORANDUM

<b>TITLE:</b>	<b>INTERNET WEB PAGES</b>
<b>EFFECTIVE DATE:</b>	April 20, 2004* <i>(*Title Updates 6/7/12; Title Updates/Form Replacement 9/22/09; Title Updates 3/9/05)</i>
<b>CANCELLATION:</b>	AD-1823.1 (11/19/96)
<b>CATEGORY:</b>	Administrative (AD) <i>Initially Distributed as IT-1823.1A</i>

### POLICY STATEMENT

The Delgado Community College Home Page on the Internet is an official publication of the College. All web pages linked from it are also official publications of the College. These pages represent the College electronically, just as the *Delgado Community College Catalog* and the *Class Schedule* do in the print medium. As such, the content of these pages should promote the College, its programs, faculty and staff in a positive light, consistent with its mission. The creation and maintenance of web pages by units within the College are encouraged as a means of promoting Delgado Community College, its programs, faculty, and staff. In accordance with the College's [External Public Relations](#) policy, like any other official College publication, these pages require the approval of the Office of Public Relations and Marketing before publication.

Faculty/Staff and Student web pages, those created and maintained by Delgado faculty, staff or students and stored on computers that constitute a part of the Delgado network, are not officially sanctioned pages and are not linked from the Delgado Community College Home Page. Faculty/ Staff web pages may be constructed and maintained only for legitimate educational purposes consistent with the College's mission. Student web pages are allowed only as they pertain to the content of a course or to participation in a student organization. They are granted only upon request of the instructor or student organization advisor, who is responsible for monitoring their content and use.

The use of College computer resources for faculty/staff and student web pages is a privilege, not a right. Delgado Community College reserves the right to limit faculty/staff and student web pages should they place undue strain upon the Delgado Community College server or other computer resources of the College.

All provisions of the [Louisiana Community and Technical College System Use of Technology Resources Policy Statement](#) and the [Delgado Information Technology Security Policy](#) apply to web pages. The policies and procedures regarding web pages are outlined in detail in this memorandum and are not intended to abridge any person's First Amendment rights or academic freedom.

## **PROCEDURES & SPECIFIC INFORMATION**

### 1. **Purpose**

To publish Internet web page guidelines for the College.

### 2. **Scope and Applicability**

This policy and procedures memorandum applies to faculty, staff, students and administrative units of the College.

### 3. **Definitions**

#### A. **Division/Departmental Web Pages**

**Division/Departmental** web pages are pages developed and maintained by units (campuses, divisions, departments, administrative units) within Delgado Community College. Since these will be linked from the Delgado Community College Home Page, they will be treated the same as all other official publications of the College and subject to the same review.

#### B. **Faculty/Staff Web Pages**

Faculty/Staff web pages are pages created and maintained by Delgado faculty or staff and stored on computers that constitute a part of the Delgado network. These are not officially sanctioned pages and are not linked from the Delgado Home Page.

#### C. **Student Web Pages**

Student web pages are pages created and maintained by Delgado students and stored on computers that constitute a part of the Delgado network. These are not officially sanctioned pages and are not linked from the Delgado Home Page.

### 4. **Division/Departmental Web Pages**

#### A. **Content of Division/Departmental Web Pages**

1. Web pages that are stored on Delgado Community College servers must not promote or advertise any commercial venture. Links to commercially operated Web sites are permitted for approved organizational or educational purposes only.

2. Web pages that are stored on Delgado Community College servers or computers that are linked from the College's network must be free of any pornography or obscenity as defined by community standards. Web pages must not contain links to any sites where the content is expressly obscene or pornographic in nature. This is not an attempt to infringe upon the First Amendment rights or academic freedom of faculty or staff. Rather, it is an acknowledgement of the responsible role the College plays within the community.
3. The content of web pages must not infringe upon copyright or patent restrictions regarding the use of software, text, graphics, etc. Standards that apply to the replication and use of copyrighted material for educational purposes must be considered to apply to web pages.
4. Style
  - a. Any web page that is linked from the Delgado Community College Home Page must contain an explicit link returning the visitor to the Delgado Community College Home Page.
  - b. Any web page that is linked from the Delgado Community College Home Page must contain the following:
    - (1) Date the page was created/ last maintained;
    - (2) Name and phone number of person creating the page; and
    - (3) E-mail link allowing direct e-mail to the creator of the page.
  - c. In order to maintain consistent design and quality, any web page that is linked from the Delgado Community College Home Page must be presented using the College's official template for subsidiary pages. Text appearing within the template is maintained with current and relevant information by each unit's Webdesigner. The following style guidelines must be observed in order to maintain consistency and quality:
    - (1) Predominant color scheme should include white and green wherever possible.
    - (2) Use of the copyrighted Delgado logo is encouraged. Electronic copies of this logo are available from the Office of Public Relations and Marketing for use.

- (3) Pages should employ both graphics and narrative text and should be visually appealing.
- (4) Text should follow conventional usage patterns of spelling and grammar.
- (5) Photographs should be of professional quality.

## B. **Creation of Division/Departmental Web Pages**

1. Each unit within the College with a division/departmental web page designates one person responsible for creating and maintaining the page. This individual, the Content Management System (CMS) Authorized User for the division/department, is responsible for maintaining and updating that unit's page(s).
2. Before the division/departmental page is placed upon the server and linked from the Delgado Community College Home Page, it must be reviewed by:
  - a. The Responsible Administrator (e. g., Vice Chancellor, Campus Executive Dean/ Division Dean/ Department Head) who reviews the page for accuracy of information; and
  - b. The Office of Public Relations and Marketing, who reviews the page for suitability of style and content, internal consistency, and consistency with the College's image as projected by other media (both print and electronic) and;
  - c. The original [Web site Content Management System \(CMS\) Authorized User Agreement \(Form 1823/001\)](#), Attachment A, which documents the CMS Authorized User's responsibilities, are kept on file in the Office of Public Relations and Marketing, with a copy on file in the Responsible Administrator's Office and the employee's personnel file in the Office of Human Resources.
3. All subsequent revisions are reviewed and processed through the Content Management System, which provides for internal controls of the published information.

4. Training on creating and maintaining web pages are conducted under the auspices of the Office of Public Relations and Marketing. Each authorized CMS user should be trained prior to development of the web page in order to have a working knowledge of the College's content management system.

5. **Faculty/Staff Web Pages**

- A. Faculty and staff are encouraged to create faculty/staff web pages to be stored on the Delgado Community College server. Faculty/Staff web pages are not linked from the Delgado Community College Home Page; however, the author of the page may provide a link back to the Delgado Community College Home Page. Faculty/Staff web pages may be constructed and maintained only for legitimate educational purposes consistent with the College's mission.
- B. The use of College computer resources for faculty/staff web pages is a privilege, not a right. Delgado Community College reserves the right to limit faculty/staff web pages should they place undue strain upon the server or other computer resources of the College. All provisions of the [Delgado Information Technology Security Policy](#) apply to faculty/staff web pages.
- C. All faculty/staff web pages must include the following disclaimer on the HOME (FIRST) page:
 

“The contents of this page represent the opinions of <faculty/staff member's name> and do not necessarily represent the opinions of Delgado Community College. If you have any comments regarding the content or the opinions of this page, please address them directly to <faculty/staff member's e-mail link>. Delgado Community College is not responsible for the content of this page or the opinions expressed therein.”
- D. While there are no general restrictions or guidelines of faculty/staff web pages, it is the expressed opinion that content and opinions should present Delgado Community College in a favorable light, consistent with its mission.
- E. Faculty/Staff web pages are stored in the individual's Faculty Web account in the user directory. They will be accessible to others by using the following Web address:

<http://www.faculty-web.dcc.edu/username/page.html>

where *username* refers to the user account name and *page* refers to the name of the web page file.

- F. Users request faculty web space through the Office of Information Technology's online [OIT Help Desk](#).
- G. The Office of Information Technology will create a User I.D. and will contact the user when space is available and will provide faculty web instructions for placing content on the site.
- H. Division Deans/ Department Heads are responsible for monitoring faculty/staff Web pages to ensure proper and appropriate content is maintained by faculty and staff. Division Deans/ Department Heads must take appropriate action in the event he/she discovers a violation of the [Delgado Information Technology Security Policy](#).

## 6. **Student Web Pages**

- A. Student accounts and, therefore, student web pages, will be allowed only as they pertain to the content of a course. They will be granted only upon request of the instructor or student organization advisor who will be responsible for monitoring the content and use of the student accounts.
- B. Student web pages must follow the same guidelines and procedures as outlined in Section 5, "Faculty/Staff Web Pages." All provisions of the [Delgado Information Technology Security Policy](#) will apply to student accounts and web pages.
- C. In accordance with the College's Student Judicial Code, any misuse or abuse of computer equipment, programs, or data will be subject to disciplinary proceedings.
- D. In the event that an instructor or student organization advisor discovers a violation of the [Delgado Information Technology Security Policy](#) or the [Student Judicial Code](#) as applied to Internet web pages the instructor or advisor is authorized to remove the material/content that is in violation.
- E. All student web pages must contain the following disclaimer on the HOME (FIRST) page:

“The contents of this page represent a classroom assignment of <student's name> and do not necessarily represent the opinions of Delgado Community College. If you have any comments regarding the content or the opinions of this page, please address them directly to <student's e-mail link>. Delgado Community College is not responsible for the content of this page or the opinions expressed therein.”

- F. In addition, all student web pages must contain the following disclaimer on EVERY page:

“This is not a live web site. It is a classroom assignment web page only.”

- G. Student accounts and web pages will be terminated by the Office of Information Technology at the termination of the course for which they were assigned.

7. **Cancellation**

This policy and procedures memorandum cancels policy and procedures memorandum AD-1823.1, *Internet Home Pages*, dated November 19, 1996.

*Attachment:*

Attachment A - [Web Site Content Management System Authorized User Agreement, Form 1823/001](#)

*References:*

Delgado Policy and Procedures Memorandum, [External Public Relations](#)  
Delgado Policy and Procedures Memorandum, [Student Judicial Code](#)  
[Louisiana Community and Technical College System Use of Technology Resources Policy Statement](#)  
[Delgado Information Technology Security Policy](#)

*Review Process:*

Faculty Web Committee 11/13/03  
Vice Chancellor for Academic Affairs 1/26/04  
Academic Computing Committee 3/18/04  
Information Systems Council 12/5/03; 4/2/04  
Executive Council 4/20/04

*Distribution:*

Electronic Distribution Via Intranet and Email Systems